附表2 **河北经贸大学硒鼓、墨盒收货验收单**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | |  | |  | |  |  | |  | |  | |  |  | |  | | 年 月 日 | | |  |
| 使用单位 |  | 收货联系人 | |  | | | | | 移动电话 | |  | | | | | | 固定电话 | | |  | 第 联 共三联 |
| 采购方式 | 网上商城 □ 现货市场 □ | | | | 供应商名称 | | |  | | | | | | | | | | | | |
|  | 打印机品牌、型号 | | 硒鼓/墨盒品牌、型号 | | | | | | | 收货明细 | | | | | | | | | | |
| 数量 | | 单位 | | | 单价（元） | | | | 总价（元） | |
| 1 | （示例）惠普427DW | | （示例）惠普 CF228A | | | | | | | 1 | | 支 | | | 400.00 | | | | 400.00 | |
| 2 |  | |  | | | | | | |  | |  | | |  | | | |  | |
| 3 |  | |  | | | | | | |  | |  | | |  | | | |  | |
| 4 |  | |  | | | | | | |  | |  | | |  | | | |  | |
| 6 |  | |  | | | | | | |  | |  | | |  | | | |  | |
| 7 |  | |  | | | | | | |  | |  | | |  | | | |  | |
| 8 |  | |  | | | | | | |  | |  | | |  | | | |  | |
| **合计** | | | | | | | | | | **1** | |  | | | | | | | **400.00** | |
| 使用单位收货验收人（签字）： 使用单位负责人（签字）： | | | | | | | | | | | | | | | | | | | | |
| 备注： | | | | | | | | | | | | | | | | | | | | |
| **报销须知**： 1.本表一式三联，第一联使用单位留存，第二联财务处留存，第三联供应商留存。 | | | | | | | | | | | | | | | | | | | | |  |
| 2.使用单位进行财务报销时，属网上商城方式的，须另附网上商城采购合同。  3.供应商须将本表第三联复印件提交资产管理处备案，属现货市场方式的，须附同期同品目、型号、规格、品牌的网上商城价格信息截图。 | | | | | | | | | | | | | | | | | | | | |  |